

# **Sample Employer Letter**

## **Company Letterhead**

Must include the following information:

Name of Employer/Company

Name (of person writing letter)

Address

City, State, Zip

Telephone number

Today's Date

Healthy Families/Medi-Cal for Families

P.O. Box.138005

Sacramento, CA 95813-9984

Dear Medi-Cal/Healthy Families:

I certify that (Name of applicant or father of the baby) is an employee of (company name). (Employee's name) gross income for this pay period is \$\_\_\_\_\_ and frequency of pay is (once a week, twice a monthly, every two weeks, once a month). A copy of the front and back of the most recent cancelled check from this company is attached for verification. This letter does not guarantee employment or wages.

I certify that the information presented in this letter is true and correct.

Sincerely,

Name

Job Title or Position